

CHECKLIST FOR CAPITAL IMPROVEMENT PROGRAM (CIP) MEETING

Airport Name: _____

	Yes, No, N/A	Date Discussed
Overview CIP process?		
Any changes to Airport Sponsor management?		
NHDOT news? (funding, legislation, staffing, hot topics, new policies, deadlines,...)		
FAA news? (funding, legislation, staffing, hot topics, new policies, deadlines,...)		
Airport compliance issues? (from safety inspections or other notifications)		
Airport project priorities?		
Environmental prerequisites? (historic, wetlands, T&E species,...)		
Adjustments to meet funding availability?		
Congressional interests?		
Based aircraft counts?		
SWPPP and SPCC updates?		
NAVAID needs?		
Current FY project needs?		
Residential Through-the-Fence Agreement? ALP? (Due Sep. 30, 2013 for BML and DAW.)		
Single Audit Act report?		
System for Award Management (SAM)?		
Project closeout needs?		
Pavement maintenance management plan?		
DBE Plan, Goal Calculation Updates, DOORS?		
Consultant selection up-to-date?		
UST operator certification? http://des.nh.gov/organization/divisions/waste/orcb/ocs/ustp/operator-training/training-classes.htm		
Updates to FAA Form 5010?		
Current ALP? Exhibit A? (provide dates)	ALP:	
	Exhibit A:	
Other requests or IOUs?		